

In order for your letter to be effective, it is important to mention the purpose for your correspondence in the first paragraph. It is helpful if your letter refers to a specific bill or issue before Congress. Identify specific legislation with the appropriate bill number. House bills begin with H.R. before the number, Senate bills begin with S. before the number.

Please be courteous, clearly state your point, and include key information, using examples to support your position. Students should take this opportunity to use the dictionary to check for spelling and grammatical errors.

In order to receive a timely response, it is very important that you write legibly, and include your name and mailing address.

How to Address Your Letter:

To a Senator:

The Honorable (full name)
Room # and name of Senate Office Building
United States Senate
Washington, DC 20510

Dear Senator,

To a Member of the House of Representatives:

The Honorable (full name)
Room # and name of House Office Building
United States House of Representatives
Washington DC 20515

Dear Representative,